

PLANNING THE DISTRICT CHAMPIONSHIPS

PURPOSE: The success of the District Leadership and Skills Conference is directly proportional to the planning involved. To many students and advisors, the District Leadership and Skills Conference is the first exposure to the SkillsUSA organization. This experience should be interesting, enjoyable and well organized. This creates a need for a planning session. This section will provide you with innumerable ideas for organizing a District Conference. Be certain to contact all schools in your SkillsUSA District concerning their involvement in the District Conference Activities

District Advisor Responsibilities:

- _____ 1. Visit with your school administrator to determine the available dates which are available in your local school calendar during the last three weeks of January and the first three weeks of February. Please notify the state office as soon as possible, but no later than October 1st.
- _____ 2. Determine location of contests and which contests your District will hold. Survey the schools in your SkillsUSA District, using the Local Chapter Letter of intent, and review the participation records from the previous year to determine which contests will be run in your District. Use this information to determine the number of chairpersons and other committees you will need
- _____ 3. To determine the number of contestants per contest, evaluate the facilities and sites that will host each contest. Using this information, time and space requirements set forth in the National SkillsUSA Technical Standards and the Missouri SkillsUSA Technical Standards, determine the maximum number of contestants that can be successfully served per contest. NOTE: All written contests should be open to all contestants who meet the eligibility policy.
- _____ 4. Using information given in step 2 & 3, allocate equal number of contestant slots for each contest a school enters. Example: If you can handle 12 carpentry contestants and 4 schools indicate a desire to enter carpentry, then each of these schools could enter 3 students. Each contest may have a different number of contestants from each school. Record the number of contestants for each school in each event on the worksheet.
- _____ 5. Estimate total cost of conference and determine registration fee using budget sheet.

- _____ 6. Recruit Conference Management Team.
- a. Overall Conference Chair
 - Coordinates activities with conference chairs
 - Meets with conference chairs
 - Record Contest Chairs
 - Identify personnel to administer and score technical information and written contests .
 - b. Conference Chair for skill events
 - Recruit contest chairs and technical committees
 - Coordinate activities of contest chairs
 - Explain duties outlined in the SkillsUSA Championships Technical Standards and Official Operating Policies
 - c. Conference Chair for leadership & related events
 - Recruit contest chairs and technical committees
 - Coordinate activities of contest chairs
 - Explain duties outlined in the SkillsUSA Championships Technical Standards and Official Operating Policies
 - d. Conference Chair for operations
 - Identify students to act as guides during the conference.
 - Transportation & Maps Chairperson
 - Registration & Results Validation Chairperson
 - Public Relations Chairperson
 - Hospitality Chairperson
 - Printing & Signs Chairperson
 - Facilities & Construction Chairperson
 - Officer Election & Delegate Chairperson
- _____ 7. Prepare a memo outlining all of the procedures for registering for your District Leadership and Skills Conference. Complete the District registration form and send to each participating SkillsUSA chapter in your SkillsUSA-VICA District. Set registration fee based on information gathered in Step 6. This information needs to be in your hands at least 6 weeks before your District contest. Be sure that you have contestant names from each school for each contest they are entering. You will need to make contestant lists to give to each contest chairperson. NOTE: Consider setting a deadline date for contestant adds, deletes or changes. Consider what should be done for no shows (See sample form).
- _____ 8. Complete district straight to state form for students, secondary and post-secondary, that will be forwarded directly to State SkillsUSA competition, without having participated at the District level.
- _____ 9. Complete Missouri SkillsUSA District certification list. (Give to State SkillsUSA Director or representative after District contest).

District Contest Planning Timeline

1. To be completed by November 15:
 - * Which contests will be run in your District
 - * Which contests will advance straight to State
 - * Numbers per school per contest
 - * Which schools per contest
 - * Contest Chairs
 - * Contest locations
 - * Dates and sites of Satellite Contests
2. To be completed by December 15th:
 - * Identify judges and get written commitment
 - * Establish registration fee
 - * Order contest supplies
 - * Mail contest registration material to all schools that includes:
 - an agenda
 - registration fee
 - registration process
 - deadlines for registration
 - cut-off date
 - tool list
 - maps to schools
 - maps of school
 - * Visit with each Contest Chair to determine if there are problems or if there could be problems
 - * Develop registration procedures:
 - contest list
 - check membership
 - method of payment
 - registration location
 - no shows
 - changes
3. To be completed by January 1st:
 - * Copy contest
 - * Hold Judges & Chair meeting
 - how to judge
 - basic rules
 - rating sheets
 - * Check material orders against contest requirements
 - * Prepare contestant list per contest
 - * Final placement sheets
 - * Straight to State from all locals
 - * Delegate assembly
 - * Awards presentation

- * Technical Information Contests
- * Professional Development test
- * Advisors meeting on day of contest
- * District Officers practice, meeting, & input

4. Contest Day

- * Stay calm
- * Tell Contest Chairs where to turn in scores
- * Tell Contest Chairs how to turn in scores
- * Professional Development test
- * Maps
- * Runners & Guides
 - list of winners
 - list of "rank order" for every contest
 - bills
 - money or purchase orders
 - Straight to State
 - who attended and how many
 - Officers information

6. Remember

- * planning
- * teamwork
- * communication
- * cooperation

District Contest Costs

District

Mailing
Officer pins
Contest supplies and materials
Judges meals
Nametags
Programs
Special awards

medals	\$ 4.80 per medal
trophies	\$ 12.00 per trophy
accident insurance	

Break Even

THINGS TO REMEMBER

1. All Technical Information tests are multiple choice. The State SkillsUSA Director or representative will bring the Technical Information tests to your District contest site. Missouri SkillsUSA will provide the answer keys if you have a "Scantron" machine. Please mail or fax a copy of the form that will work in the machine you will be using. Order the forms from the school that is providing the machine. Include the cost of the forms in your budget.

All Technical Information tests are competency-based and derived from national test banks for the occupational area.
2. If possible, keep the host or local instructor out of the contest site on the day of the contest. It will be to your advantage to have independent contest chairpersons.
3. The Opening & Closing judges for your District should be persons with knowledge of public speaking or dramatic reading. There are many local resources that can be used without specific knowledge of the organization. You may want to provide one person to read for accuracy of the script to indicate to the judges the number of missing words or phrases so that they can agree on the points to be deducted. Each judge should have the same score for *Accuracy of Presentation*. If outside judges cannot be arranged, one representative, with knowledge of public speaking, from each local association in the District, no matter who has a team or how many teams are present from a school may be used for judging. Each judge must complete a rating sheet scoring all teams. The judges must sign their rating sheet and legibly print their name on it. Throw highest and lowest score out and add rest together. Team with highest score wins.
4. Work with local advisors for proper conduct at all District General Sessions. We must present a professional appearance at the District meetings.

Collision Repair Technology Contests

Procedures for ordering salvage sheet metal auto parts

Donations of sheet metal auto parts for Collision Repair Technology Contests can be obtained by sending a letter requesting a donation that includes the following:

- The quantity and type of sheet metal part. Example: hoods, trunks, front right fenders, left right fenders, rear right door, etc.
- Purpose for which the parts will be used.
- The disposition of the parts after the contest. Note the parts must be disposed of in a manner that will not result in them being used or sold by unauthorized persons.
- The date and location of the contest.
- Contact person, phone number, and Fax number (if available)
- Purpose of the Organization

from one of the following sources:

Chrysler Plant in Hazelwood, MO

Contact person - Phone: (314) 895-0741
FAX: (314) 895-0799

Address Jeff Haas
Chrysler Hazelwood Plant
5790 Campus
Hazelwood, MO 63042

General Motors Fairfax Plant in Kansas City, KS

Contact person - Phone: (913) 573-7000
Phone: (913) 573-7164
FAX: (913) 573-7909

Address , Comptroller
General Motors Fairfax Plant
3201 Fairfax Trafficway
Kansas City, KS 66115

Note: You will need to contact them well in advance. They will notify you that the items are in stock. You will need to make arrangements to pick up the parts or give them shipping instructions. They will not pay for the shipping.

Proper planning can play an important part in protecting this valuable resource. The location of the damage should be planned so that the part may be used more than once and still provide an appropriate skill performance experience.

**MISSOURI SKILLSUSA DISTRICT
CHAMPIONSHIPS
LOCAL ASSOCIATION SLOT ALLOTMENT**

Senior Advisor _____ Junior Advisor _____

Location of District Skill Contests _____

Date _____

INSTRUCTIONS: List below the exact number of slots allocated for each contest per local association. Use information from the local chapter letter of intent and the available space at the host site to determine the number of contestants per contest area per local association.

[illegible]

[illegible]

OCCUPATIONALLY RELATED CONTESTS

TECHNICAL INFORMATION CONTESTS

MISSOURI SKILLSUSA DISTRICT CHAMPIONSHIPS CONTEST CHAIR LIST

Location of District Skill Contest _____

Date _____ Senior Advisor _____

INSTRUCTIONS: Document your District Contest Chair, location of each contest and maximum number of contestants per contest in the appropriate space. Use this information to determine the number of contestants per contest area.

SKILLS CONTESTS	Chairperson	Location	Max. No. of contestants
3-D Visualization & Animation			
Advertising Design			
Architectural Drafting			
Automated Manufacturing Technology			
Automotive Service Technology			
Aviation Maintenance Technology			
Basic Health Care Skills (Secondary Only)			
Building Maintenance			
Building Repair Technology (MO Only)			
Cabinetmaking			
Carpentry			
C-N-C Milling			
C-N-C Turning			
Collision Repair Technology			
Commercial Baking			
Computer Maintenance Technology			
Computer Programming (MO Only)			
Cosmetology			
Criminal Justice			
Culinary Arts			
Dental Assisting			
Diesel Equipment Technology			
Electronic Applications			
Electronics Technology			

Food & Beverage Service			
Graphic Communications			
Health Knowledge Bowl			
Health Occupations Professional Portfolio			
Heating, Venting, Air Conditioning & Ref.			
Industrial Motor Control			
Internetworking			
Marine Service Technology			
Masonry			
Mechatronics			
Motorcycle Service Technology			
Nail Care			
Nurse Assisting			
Photography			
Plumbing			
Power Equipment Technology			
Practical Nursing (Post Secondary Only)			
Precision Machining Technology			
Preschool Teaching Assistance			
Residential Wiring			
Robotics & Automation Technology			
Sheet Metal			
TeamWorks			
Technical Computer Applications			
Technical Drafting			
Telecommunications Cabling			
Television (Video) Production			
Vinyl Sign Making (MO Only)			
Welding			
LEADERSHIP CONTESTS			

Action Skills			
American Spirit			
Chapter Business Procedure			
Chapter Display			
Community Service			
Courtesy Corps (MO Only)			
Extemporaneous Speaking			
Job Interview			
Job Skill Demonstration A			
Job Skill Demonstration B			
Leadership Essay (MO Only)			
Opening & Closing Ceremonies			
Outstanding Chapter			
Prepared Speech			
Promotional Bulletin Board			
Professional Development Info. (MO Only)			
SkillsUSA Quiz Bowl			

OCCUPATIONALLY RELATED CONTESTS

Customer Service			
Professional Development Info. (MO Only)			
First Aid & CPR			
Principles of Technology			
Related Technical Math			
Technical Spelling (MO Only)			
Total Quality Management (Straight to Nationals)			

TECHNICAL INFORMATION CONTESTS

Advertising Design Tech. Info.			
Air-cooled Gas Engine Tech. Info.			
Architectural Drafting Tech. Info.			
Automated Manufacturing Tech. Info.			
Auto Service Tech. Info.			

Cabinetmaking Tech. Info.			
Carpentry Tech. Info.			
Collision Repair Tech. Info.			
Commercial Baking Tech. Info.			
Computer Networking Tech. Info.			
Computer Repair Tech. Info.			
Cosmetology Tech. Info.			
Criminal Justice Tech. Info.			
Dental Assisting Tech. Info.			
Diesel Equipment Tech. Info.			
Electronics Applications Tech. Info.			
Electronics Technical Info.			
Food & Beverage Service Tech. Info.			
Food Production and Management Tech. Info			
Graphic Communication Tech. Info.			
Heating, Venting, Air Cond. & Ref. Tech. Info.			
Industrial Motor Control Tech. Info.			
Marine Service Tech. Info.			
Masonry Tech. Info.			
Motorcycle Service Tech. Info.			
Nurse Assisting Tech. Info.			
Practical Nursing Tech. Info.			
Precision Machining. Tech. Info.			
Preschool Teaching Assistance Tech. Info.			
Residential Plumbing Tech. Info.			
Residential Wiring Tech. Info.			
Sheet Metal Tech. Info.			
Technical Drafting Information			
Television Production Tech. Info.			
Visual Communications Tech. Info.			
Welding Technical Information			

The district has the option of conducting the contests and determining which students advance. They may advance to the state or national level without a district contest if they meet the eligibility policy. The District

Senior Advisor must certify the contestants from their district to the State office by submitting the Straight to State Form included in the District Results Notebook.